SUMMARY OF ALL CRITIQUES
from
First Three Workshops

From 126 students we collected 120 critiques.

The first question asked what part of the Wokshop the students found
Interesting, Beneficial, and Informative, and in the opposite vain Not Useable.

    Favorable comments were evely distributed. Each iddividual item on
the Program was commended by the students. A detailed breakdown of
this question and replies is in TAB J.

    The parts considered not useable by 16 of the 120 students included:
    __4__ declared the Subject Numeric System itself was not useable.
    __7__ rejected the slides. 6 the first day and 1 the second.
    __2__ would forego the Background remarks
    __3__ would not use parts of [＿＿＿＿＿＿] talk.   **STAT**

      (With changes in presentation for the second and third workshops,
      no one objected to the background, the slides, or [＿＿＿＿＿] talk **STAT**
      at the final Workshop, however, 3 still questioned the baskc Filing System)

The second question asked if the System was used in their offices, did they
still feel they benefited enough to make the day worthwhile.
and the second part of the question asked "Or—if you don't use the System
was the Workshop beneficial for your existing filing duties?"

    For part one, 68 said yes, 2 said no, 46 left it blank, and 4 said not applicable.
    In part two, 69 said yes, 4 said no, 43 left it blank, and 4 said not applicable

    (Some students answered both parts, confusing the final todal. However,
    the answers did help in presentation improvements.)

Question three asked if they would encourage offices to use this Filing System.

    __68__ answered yes, 3 said no, and 40 left the answer blank.

    (Presentation improvements increased yes answers to 41 of 46 replies
    in the third Workshop.)

Question four asked if the student could install the Subject Numeric Filing
System after this Workshop training.

    __98__ said yes, 5 said no, and 14 left it blank with 3 saying Not Applicable.

    (This is the most encouraging figure deduced from the 120 replies)

Summary of All Critiques (Cont'd)

5. Question five, in two parts, asked what points should be elaborated and what items should be added in future Filing Workshops.

Elaborate on:
More sample letters to practice on in Workshop
Cost of filing and efficiency or savings possible
Filing of case and project files and other unique or special files
Standardized filing Agency wide and its enforcement
Location of material in DD/P
What to retain and who's decision it is.

Add:
More sample letters for Workshop practice
Retiring of files and records control schedules.
Filing of RYBAT and TOP SECRET material
Operational Filing Procedures
Destruction of material
Area files

6. Question six asked who they felt should attend these Filing Workshops

The greatest number said "Supervisors and bosses"
Other replies included "everyone who files", "Analysts," "Secretaries" and "Administrative Assistants."

7. From the final question, "Remarks" we gleaned revealing and useful comments as well as much welcome and lavish praise for the Workshop, such as:

Excellent way of filing
Material applies to my office
System has many advantages
Handbook will be helpful

We have many old records. I will see my Records Officer about our Schedule.
Give us more on Records Schedules which are neglected in offices.
Consider Supervisors removing and loosing papers without telling clerks.
Made me conscious of cost and need to retire records.
I will be more sure of myself after this course.

Does not apply to me, but my Secretary's files need correcting
System does not apply in my office
Does not apply to me, I am a Secretary not a File Clerk.

More should attend workshop
Since everyone files or searches at some time or other, this will help all.
Workshop should be held 2 or 3 times a year.
Make it longer, Make it 2 half day sessions. Make it only a half day.
File room and registry personnel should attend.

Very beneficial refresher course.
Very interesting and profitable Workshop.
Thorough and complete. Well planned, pleasant, and practical.